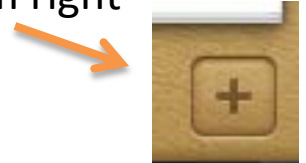


How to use Calendar in iCloud

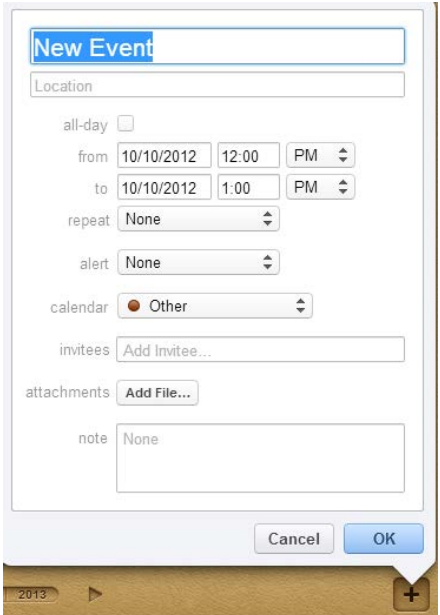
1. Log onto [iCloud](#)
2. Click on the Calendar icon



3. To add an event click on the month on the bottom then the date, then click the add button on the bottom right



4. There you can choose what day, the time, add an alert, add people being invited, and any notes about the event

An orange arrow points from the text 'There you can choose what day, the time, add an alert, add people being invited, and any notes about the event' to a 'New Event' dialog box. The dialog box is a light gray window with a title bar that says 'New Event'. It contains several fields and controls: a 'Location' text field, an 'all-day' checkbox, 'from' and 'to' date and time pickers (both set to 10/10/2012), a 'repeat' dropdown menu (set to 'None'), an 'alert' dropdown menu (set to 'None'), a 'calendar' dropdown menu (set to 'Other'), an 'invitees' text field with an 'Add Invitee...' button, an 'attachments' text field with an 'Add File...' button, and a 'note' text area. At the bottom right are 'Cancel' and 'OK' buttons. The dialog box is shown over a calendar interface with a '2013' header and a navigation arrow.